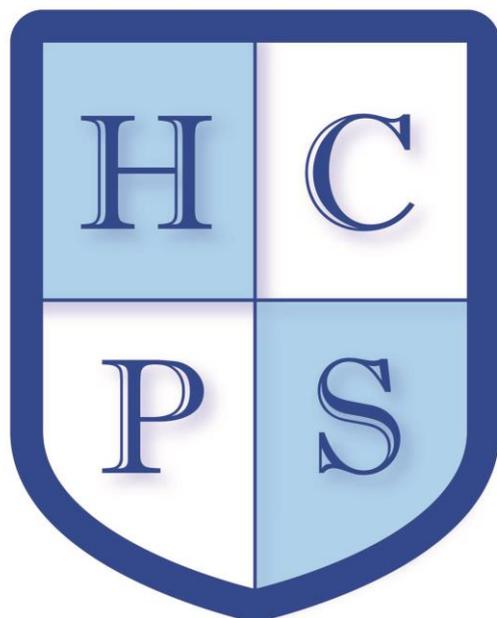


# Hunslet Carr Primary School



Lockdown Policy

**High expectations**  
**Caring**  
**Positive attitude**  
**Successful**

Policy reviewed: Nov 2018

Next review: Nov 2020

*High expectations, Caring, Positive Attitudes & Successful*

## **STRENGTHS OF OUR SCHOOL**



### **The Children**

- Are well behaved, calm and polite
- Are engaged, positive and resilient
- Are supportive and helpful towards others
- Have an input on important decisions
- Have a sense of belonging

### **The Community**

- School supports the whole family not just the child
- Recognises the importance of attendance
- Spreads our growing reputation as a good school
- Helps celebrate the children's achievements
- Supports the school on improving behaviour

### **The Curriculum**

- Is a fun curriculum that is engaging
- Maintains a strong focus on the basic skills
- Is enriched through extra-curricular activities
- Supports our most vulnerable children
- Provides a rich variety of experiences & opportunities

### **The Staff**

- Develop nurturing relationships with children
- Provide good quality teaching and learning
- Support one another to help the children
- Are consistent in how they treat children
- Identify children's SEN needs early

## **THE CURRICULUM WE HOPE TO PROVIDE**



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### **Skills**

Fluent and confident in Reading, Writing and Maths  
Communicate with confidence  
ICT skills fit for the future  
Life skills – social, money, time, cooking  
Safety skills – Swimming, healthy choices  
Problem solving skills – Patience & Resilience

### **Attitudes**

Confident, proud and independent  
The believe that 'Impossible is Nothing'  
Understand and celebrate a range of cultures  
Take responsibility for themselves & others  
Be honest and learn from their mistakes  
Respectful, caring and helpful

### **Experiences**

To have 1<sup>st</sup> hand experiences of...  
Going away on a residential trip  
Visiting a range of places of worship  
A chance to look after an animal  
Relevant trips to theatres/farms/beaches  
Taking part in public performances  
Work experiences & further education

### **Knowledge**

High school ready English & maths  
To know about local places of interest  
To know where we are in the world  
Life skills – money, time, cooking  
Information about possible careers  
To know major historical facts  
To know their own strengths

## **Purpose of the policy**

Hunslet Carr Primary School acknowledges that there might be occasions when the staff in school will need to take actions to protect the children by locking down the school site from dangers that are outside or trying to gain access to the building.

The purpose of this policy is for all people connected with Hunslet Carr Primary School to understand the procedures to apply in such circumstances.

### **1. Adoption**

To be shared with the governors on 15<sup>th</sup> November 2018

### **2. Aims**

A lock down is implemented when there are serious security risks for the premises due to, for example, proximity of a dangerous animal, a nearby chemical spill, serious weather conditions or attempted access by unauthorised person/s with intent to cause damage or harm.

### **3. Notification of lock down procedure**

Staff will be notified that a lock down is to take place on hearing the school's fire alarm make continuous short bursts.

### **4. Procedures:**

- Close all windows, lock doors where possible (shutters where there are shutters)
  - Stay out of sight and minimise movement
  - Stay silent and avoid drawing attention
  - Endure. Be aware you may be in lock down for some time.
1. The lockdown alarm will sound (continuous short bursts)
  2. The above signal will activate a process; children outside the building being ushered inside the school building as quickly as possible, children inside to relevant classrooms and the locking of the school's classrooms offices, connecting doors and all outside doors/ shutters where it is possible to remain safe
  3. At the given signal the children remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off
  4. **Mobile phones are put on silent mode**
  5. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets and break out areas when lockdown procedure is engaged
  6. If practicable staff should notify the office by phone and identify those children not accounted for
  7. **NO ONE SHOULD MOVE ABOUT THE SCHOOL UNLESS INSTRUCTED TO DO SO**
  8. Staff to support children in keeping calm and quiet
  9. Staff to remain in lock down positions until informed by key staff e.g. Senior Leadership Team, Site Supervisor
  10. As soon as possible after the lock down teachers return to their classrooms and conduct a register and notify the reception immediately of any pupils not accounted for

### **Staff Roles:**

1. School Office Manager to ensure that her office is locked and police called if necessary
2. Staff nearest to lock the school's front doors and entrances
3. Individual teachers/ TAs to lock/close classroom door(s) and windows (shutters if this applies to you)

### **Communication with parents**

If necessary parents will be notified as soon as it is practical to do so via the school's established communication network - text

Parents will be told: 'The school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out.'

Pupils will not be released to parents during a lock down.

Parents will be asked not to call school as this may tie up emergency lines.

If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

If a Lock Down is in place when a school trip is out of the building, a member of staff on the trip will be contacted via school to instruct them not to come back until a phone call to say that it is safe to do so or further instruction.

### **Lock down drills**

Lock down practices will take place at least three times a year, at varying times, to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

If a 'lock down' is activated while there is an assembly, to which parents are in school, they must return to the classroom with their child and remain there until further instruction is given.

### **Review**

This policy and procedures will be reviewed bi-annually as a part of the School's Health and Safety procedures.